**District-wide ebooks in Destiny**

**General Notes:**

* The loan policy for ebooks is currently set for 7 days. This policy applies to all patron types. This does not override any ebook circulation types that you have set at your site for locally-owned ebooks.
* District ebook copies do not have barcode numbers or call numbers.
* You cannot Reserve or place a Hold on an ebook.
* There are no circulation statistics reports available for district ebooks.

**Reading ebooks:**

There are two ways a patron can read an ebook:



To read the ebook online, click “Read Online”. This is a time-limited view. This is an ideal way for patrons to access reference materials, do research, or decide if they want to check out the ebook for extended use. Once they retrieve and open an ebook, they have exclusive use for as long as they need. When another person tries to read the same ebook or check it out, they’ll see a message that the ebook is not available. When the patron finishes with the ebook, he/she can close the ebook by clicking the close book icon , making it Available again almost immediately. If they don’t close it, after 15 minutes of inactivity, Destiny closes the ebook and makes it Available again.



To check out the ebook for reading online, click “Online”. This option is only available to patrons that have a login name and password. The “Online” option will only appear if there is at least one copy of the ebook available. This is an actual checkout of the ebook. Destiny displays a link that the patron can click on allowing the patron to read the ebook online. This is a static link that the patron can use on any computer. Destiny places a link to the ebook checked out in the “items out” section of My Info. They can also copy and paste the URL, and then read the ebook from any Flash-enabled computer with internet connection. Only one computer can access it at a time. They have exclusive use of the ebook for the duration of the loan period or until they return it, whichever comes first.

Please Note: When a patron chooses to check out an ebook, Destiny checks for a copy of the ebook at the patron’s primary school. If a local copy is found, Destiny sets the due date according to the loan period associated with the patron type of the patron and circulation type of the copy record just like a normal book. If no local copies are available, Destiny uses a district copy of the ebook. The loan policy is set to 7 days for all patrons.

**Returning ebooks**

To return a book, patrons can click on the Close Book icon  from within the ebook viewer. When a patron returns an ebook, it may take a while for Destiny to update the status on an ebook to available. The Follett ebooks reside on the Follett ebooks server. Destiny and Follett ebooks synchronize their information every 15 minutes.

If an ebook is not returned, the checkin of the Follett ebook is automatically performed at the end of the loan period during the Daily Processing.

**Ebook Viewer:**

The Follett ebook viewer has the following features:

* Add notes to passages and pages
* Highlight text (3 different colors)
* Place bookmarks
* Search for words
* Look up words in dictionary
* Have text read aloud (if available with title)
* Zoom in and out
* Switch to dual page viewer

Please note: If you have logged in to Destiny, you will automatically be logged in to the ebook viewer making all features listed above active. Some of these features are not active if viewing as a Guest (not logged in to Destiny).

**Permissions Required to Read/Check Out ebooks:**

To preview and/or check out ebooks, your library patrons need the following permissions. These permissions would need to be set at each Access Level.

Patrons who log in to Destiny (i.e., Patron, Faculty, etc.)

* To read online, patrons need the permission, **Library Materials** tab – **Library Catalog** Search Access – Preview (Read Online) Follett ebooks.
* To check out and read online, patrons need the permission, **Patrons** tab – **Self-Empowered Patron Access** – Check out library ebooks for self from Catalog (Online).

Please Note: At the elementary level, only faculty should be enabled to check out ebooks.

At the secondary level, students and faculty should be enabled to check out ebooks.

Guests (patrons who don’t log in)

* You can only give Guests the permission to Read Online.
* If you want to allow ONLY SOME Guests to read Follett ebooks online, you can set up a password that you provide to those Guests allowed to read the ebooks. (Note: This password is set in the Catalog tab in Site Configurations. You will need to ask your coordinator to set this password for you.)
* If you don’t want Guests to read Follett ebooks online, clear that permission “Preview (Read Online) Follett ebooks”, on the Guest Access Level.